

# BIMECO

Garnhandel GmbH & Co. KG

## Code of Conduct (CoC)

### Basic understanding

We, BIMECO Garnhandel GmbH & Co. KG, expect all of our business partners to respect and implement the fundamental rights for employees as well as the legal and environmental responsibilities mentioned below. These are important requirements for doing business with us. Our business partners shall require the same from their partners, suppliers and subcontractors.

The objectives and basic commitments of this CoC shall be shared by our business partners. They shall spend reasonable efforts to comply with these objectives and commitments at all their company locations.

The basis of this CoC shall be the following international norms and guidelines, in combination with local rules and laws:

- UN guiding principles of human rights
- ILO (International Labour Organisation) standards
- Washington Convention on International Trade in Endangered Species of Wild Fauna and Flora

If national regulations or domestic context make it impossible to comply with the CoC, our business partners and ourselves will nonetheless try to find a reasonable way to uphold the requirements of the CoC wherever possible.

### **Forced labour**

Employment is freely chosen. Business partners shall not use forced, bonded or indentured labour, involuntary prison labor, serfdom or slavery.

### **Child labour**

There shall be no use of child labour. Business partners must not employ children who are less than 15 years old (or 14 where national law permits in accordance with the ILO) or under the minimum age for completion of compulsory education. Children and young persons under 18 shall only be hired if it is ensured that the working and employment conditions are not harmful to their development and do not pose a risk to their health and safety.

### **Discrimination**

All employees shall be treated equally and have access to equal opportunities, taking due account of cultural particularities. Business partners shall not discriminate in recruitment and employment practices, for example on the basis of national and ethnic origin, social background, disabilities or sexual orientation.

### **Fair Treatment**

Employees shall be treated with respect and dignity. Business partners will provide a workplace free of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation.

### **Working hours**

Working hours comply with national laws or industry standards, whichever affords more protection. Business partners ensure that the normal working week does not exceed 48 hours unless employees voluntarily choose to do overtime (maximum 12 hours a week). Employees are entitled to take at least one day off in every 7 day period. There is the right of rest breaks on each working day. Public and religious holidays and holiday leaves are respected.

### **Wages**

Remuneration is paid on the basis of a written contracts in line with the respective national labour market stipulating at least legal or industry wages whichever is higher. Employees must be compensated for overtime work at a premium rate according to legal or industry standards whichever is higher.

### **Freedom of association and collective bargaining**

Workers have the right to join or form trade unions of their own choosing and to bargain collectively. Business partners will not disadvantage employees who act as workers' representatives.

### **Health and Safety**

A safe and hygienic working environment shall be provided. Business partners shall provide occupational health and safety practices to prevent accidents and injury. There shall be regular risk assessments of the working place. Personal protective equipment shall be provided. Employees must have access to clean and adequate sanitary facilities and potable water. Accommodation, where provided, shall be clean, safe and meet the basic needs for workers.

### **Environmental responsibility, animal welfare and biodiversity**

Appropriate measures to protect the environment shall be taken. This includes for example the responsible handling of hazardous substances and chemicals, the conservation of natural resources and efforts to increase energy efficiency. Principles of animal welfare and biodiversity are respected as well.

### **Corruption**

All forms of bribery, corruption and money laundering are rejected. A fair and free competition is supported and anti-competitive agreements are not tolerated.

### **Data protection**

Privacy rights of employees, business partners and customers are respected. Personal data and intellectual property is protected.

### **Implementation**

The contents of this CoC are communicated to employees, business partners and subcontractors. Employees shall be trained to comply with the commitments and objectives of this CoC.

### **Violations**

BIMECO Garnhandel GmbH & Co. KG reserves the right to monitor if business partners have implemented the contents of the CoC, e.g. by factory visits or video calls (digital factory tours). Violations against the CoC are taken seriously by BIMECO and are followed-up in a reasonable way, e.g. by proper and confidential clarification. The mutual identification of preventive and/or remedial measures can be considered in case of structural violation against this CoC. Repeated, intended and serious violations can lead to the termination of the business cooperation.

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Date, stamp and authorized signature